

4.2.2.2.18 Other Leave Used YTD

COMMAND: _____		NPPS	
NAO1390		OTHER LEAVE USED YTD - OTHLV	

SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
____	____	____	____
PRIOR PP DATE: _____		YTD ADMIN: _____	
** FYTD MILITARY LEAVE DAYS-HOURS **		YTD AWOL: _____	
PYCO: _____	CUR PP USED: _____	YTD COURT: _____	
CUR FY: _____		YTD EXCUSED: _____	
FYTD USED: _____		YTD GRADUATE: _____	
BALANCE: _____		YTD HOLIDAY: _____	
		YTD JURY: _____	
		YTD MILITARY: _____	
		YTD SUSPENDED: _____	
CUR PP HRS USED: _____		YTD TIME OFF: _____	

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END			

Other Leave Used YTD (OTHLV)**DESCRIPTION AND EXECUTION**

The Other Leave Used YTD (OTHLV) template is used to display and update an employee's other leave information. These leave hours are not found on the other named leave templates (e.g., jury and administrative leave). Since the control over military leave is in days and NPPS records military leave in hours ~~used, the pay clerk must convert the military leave hours into days on this template. This manual control is necessary since .nonNon~~-duty weekend days may ~~also not~~ be counted against the control total.

Steps to Reach Other Leave Used YTD

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **31** - Other Leave Used YTD.